Online Event Instructions

The Law Society's Art Group runs our Online events via Zoom.
Guidance has been given below to help you with going online and using Zoom.

FOR QUERIES PRIOR TO THE MEETING, or non-receipt of email or joining link, contact the Event Organiser or Technical Support Contact supplied for an event.

Order Confirmations

Once you have booked / registered for an event online a confirmation email will be sent out within a few minutes. It should contain details of what you booked and payment if applicable.

It will contain instructions on how to join the event. PLEASE CHECK YOUR EMAIL INBOX, Spam, or your Eventbrite Inbox if you have an Eventbrite account.

It may contain a Zoom link for the event. Alternatively some events may send the Zoom link out closer to the event.

How to Join an Online Event

You will receive a Joining Link either with your Booking Confirmation email and / or a Reminder email closer to the event.

Please keep an eye on your email for additional information/instructions if there were to be a meeting problem either on the day or at the time.

PLEASE JOIN ZOOM FROM 10 MINUTES BEFORE THE EVENT STARTS.
Early arrival to the event is advised to make sure your Zoom link is working, so you can get help if necessary and to get familiar with participating online.
Help is unlikely to be available after the event starts.

IF IT'S YOUR FIRST TIME ON ZOOM, it can be helpful to check the link in advance and download Zoom, so you know it works and how to use it.
For a Tablet or Smart Phone, download the "Zoom Cloud Meeting" App in advance.

FOR GOOD INTERNET CONNECTION it helps to unplug your router before an event and restart after 10 seconds. Check for Zoom software updates regularly and update if required. If you have a poor connection, it can help to just have Zoom open on your computer and avoid other people in your house using Zoom or Video links

TO JOIN THE MEETING VIA A COMPUTER, LAPTOP, TABLET OR SMART PHONE to see and hear, click on the Zoom link supplied, downloading Zoom if necessary when it asks you.

If the link from your computer won't connect, open Zoom directly, join meeting and enter Meeting Id + Password (**if these have been supplied**).
You do not need to open or log into Eventbrite.
You do not need your own Zoom Account.

YOU WILL BE PUT INTO A WAITING ROOM which you will be admitted from once the event is open and ready.

TO JOIN FROM AN ORDINARY PHONE for audio only without visuals, dial by your location one of the United Kingdom numbers (**if these have been supplied**).
When it asks enter the Meeting Id followed by #
If it asks for Participant Id, there is none so press # as suggested.
When it asks enter the Password or Passcode followed by #
Press *6 to MUTE/UNMUTE.

LOST CONNECTION – If your connection drops out or you have technical issues, just rejoin via the joining link.
Rejoining may sort out problems too, such as no audio or camera not working.

For SECURITY sign in with a RECOGNISABLE NAME compared to your booking.
If we cannot recognise you, you may not be admitted to the event.
It also helps with identification, or assistance during the event
You can rename using your Zoom App and can also rename yourself after you enter the meeting.

Things to be aware of for Best participation by zoom

PLEASE STAY MUTED during an event unless asking a question to avoid any background noise disturbing the event.
MUTE / UNMUTE by clicking on the Mic on/off icon.

CAMERA & AUDIO: Turn your camera on/off by clicking on the small camera icon. Adjust your audio volume as needed.

VIEWING OPTIONS and to SEE THE SPEAKER FULL VIEW:
For viewing choose "SPEAKER VIEW" with the speaker on full screen, which is good for the talk and speakers.
This option is usually near the top of your screen, or tap/click to see it.
Laptops may have 1, 2 and 3 horizontal bars plus a grid of dots instead.
The alternative if needed is "GALLERY VIEW" with small pictures of everyone using Video.

HOW TO ADJUST THE SIZE OF SLIDES WITH THE SPEAKER
If slides are being displayed beside the Speaker, you can adjust the size by using your mouse to move the vertical line to the left or right between the Slides and the Speaker images.

QUESTIONS
Instructions for Questions will normally be given at the start of the talk.
Most Speakers invite Questions at the end and via the "chat box".
You are normally asked to put your questions in the "chat box".
Responding to questions will depend on the numbers of questions asked and the speaker.
You may be invited to unmute yourself to ask your question, or your question may be read out.

USING THE CHAT BOX
Access the "chat box" by hovering cursor near bottom of screen and click on the "chat" symbol or the 3 dots and select "chat".
If you have a Tablet - tap near top of screen, then on 3 dots, then "chat".
You can move the chat box to the bottom right by click & drag and reduce in size too.

PLEASE COME VIDEO READY if you plan to have your video on. See RECORDING to help you decide whether to have your Video camera on not.
If you have to move around or disappear during the presentation, please turn your Camera off so your actions don't disturb other viewers.

RECORDING AND BEING ON CAMERA
If a recording is being made, it will aim to be set up so that the camera will only be on the speaker unless you ask a question.
If you do not wish to be on visible on camera when you are asking a question, or to be sure you are not visible on the recording at all, then switch your camera off.